

FEDERAL SUPPLY SCHEDULE 736 III – TEMPORARY CLERICAL AND PROFESSIONAL SUPPORT SERVICES POSITION GENERALIZED DESCRIPTIONS

Positions can only be filled on a Temporary Basis (IAW 5 CFR Part 300-330) for initially 120 workdays (960 hours) or if the situation continues to exist beyond the initial 120 workdays, the agency may extend its use of Temporary Help Services up to the Maximum limit of 240 workdays.

Agencies placing orders (credit cards accepted) need NOT worry about seeking further competition, synopsisizing requirements, making determinations of far and reasonable pricing or considering small business set-asides. The work has already been done for you. Ordering agencies can place orders of \$2,500 or less with any Federal Supply Schedule contractor. Before placing an order of \$2,500 or MORE, agencies should consider the Best Value (special features, trade-in, life of item; warranty, maintenance, small business concerns, etc.) IAW FAR Part 13. Best Value should be determined utilizing 3 or more contractors.

NOTE: NEW AWARDS BEGINNING FOR FY2000 WILL BE GROUPED DIFFERENTLY:

SIN 736 100 CLERICAL AND ADMINISTRATIVE: SET ASIDE FOR SMALL BUSINESSES: Metropolitan Washington, D.C. Area Only – including but not limited to the following categories: Accounting Clerk I-IV; Court Reporter; Motor Vehicle Dispatcher; Document Preparation Clerk; Duplicating Machine Operator; Film/Tape Librarian; General Clerk I-IV; Housing Referral Assistant; Key Entry Operator I-II; Order Clerk I-II; Order Filler; Personnel Assistant I-IV; Production Control Clerk; Rental Clerk; Secretary I-V; Service Order Dispatcher; Stenographer I-II; Supply Technician; Switchboard Operator/Receptionist; Test Examiner; Test Proctor; Travel Clerk I-III; Word Processor I-III; Computer Operator I-V; Maintenance Scheduler; Survey Worker (Interviewer); etc.

SIN 736 200 PROFESSIONAL: SET ASIDE FOR SMALL BUSINESSES: Metropolitan Washington, D.C. Area Only – including but not limited to the following categories: Accounting Support; Audit Support; Contract Support; Desktop Publisher; Environmental Analyst; Environmental Technician; Graphic Designer; Legal Support; Librarian; Market Research Analyst; Occupational Analyst; Paralegal; Personnel Analyst; Procurement Clerk; Researcher; Systems Analyst; Technical Writer; etc.

SIN 736 300 CLERICAL AND ADMINISTRATIVE: OUTSIDE THE Metropolitan Washington, D.C. Area – including but not limited to the following categories: Accounting Clerk I-IV; Court Reporter; Motor Vehicle Dispatcher; Document Preparation Clerk; Duplicating Machine Operator; Film/Tape Librarian; General Clerk I-IV; Housing Referral Assistant; Key Entry Operator I-II; Order Clerk I-II; Order Filler; Personnel Assistant I-IV; Production Control Clerk; Rental Clerk; Secretary I-V; Service Order Dispatcher; Stenographer I-II; Supply Technician; Switchboard Operator/Receptionist; Test Examiner; Test Proctor; Travel Clerk I-III; Word Processor I-III; Computer Operator I-V; Maintenance Scheduler; Survey Worker (Interviewer); etc.

SIN 736 400 PROFESSIONAL: OUTSIDE THE Metropolitan Washington, D.C. Area (Worldwide) – including but not limited to the following categories: Accounting Support; Audit Support; Contract Support; Desktop Publisher; Environmental Analyst; Environmental Technician; Graphic Designer; Legal Support; Librarian; Market Research Analyst; Occupational Analyst; Paralegal; Personnel Analyst; Procurement Clerk; Researcher; Systems Analyst; Technical Writer; etc.

SIN 736 500 INTRODUCTION OF NEW TEMPORARY SERVICES – Will contain new labor categories existing in the commercial market that are being developed, improved or not yet introduced to the Federal Government or not currently available under any GSA contract. Categorically these positions will be related to this Procurement Program; i.e. Temporary Clerical; Administrative; Professional and/or General Support.

GENERALIZED DESCRIPTIONS:

Clerical Secretary

Schedules appointment, relays information, relieves officials of clerical work and minor administrative and business details, files, makes copies, takes dictation, and reads/routes incoming mail. - Composes and types routine correspondence, answers telephone or places outgoing calls, schedules appointments, arranges travel, and greets visitors.

Legal Secretary

Prepares legal papers and correspondence of legal nature, such as summonses, complaints, motions and subpoenas, using typewriter, word processor or personal computer. May review law journals and other legal publications to identify court decisions.

Medical Secretary

Performs secretarial duties, utilizing medical terminology. Takes dictation in shorthand or by using Dictaphone. Compiles and records medical charts/reports using a typewriter or word processor. - Answers telephone, schedules appointments, and greets and directs visitors. Maintains files.

Receptionist

Receives callers and directs them to destination, recording names, time of call, nature of business and person called. May type memos, correspondence, reports, and other documents. May make appointments and answer inquiries. May collect and distribute mail and messages.

General Clerk

Performs clerical duties with limited knowledge of systems or procedures: Writes, types, or enters information into a computer using a keyboard copying from one record to another. Proof read and file. - Sorts and files records. Addresses and stuffs envelopes. Answers telephone, convey messages, and runs errands. Distributes mail a photocopies documents using photocopier.

Administrative Clerk

Compiles and maintains records of business transactions and office activities of establishment, performing a variety of following or similar clerical duties and utilizing knowledge of system or procedures. Copies data and compiles records and reports. Tabulates and posts data in record books. Records order, gives information to customers, claimants and employees and adjusts complaints. May take dictation or keep books. May use computer terminal.

Audit Clerk

Verifies accuracy of figures, calculations and postings pertaining to business transactions recorded by other workers: Examines expense accounts, commissions paid to employees, loans made on insurance policies, interest and account payments, cash receipts, bank records, inventory and stock-record sheets, and similar items to verify accuracy of recorded data. Corrects errors or lists discrepancies for adjustment. Computes percentages and totals, using adding or calculating machines, and compares results with recorded entries.

Accounting Clerk

Performs any combination of the following calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records: compiles and sorts documents, such as invoices and checks, substantiating business transactions. Verifies and post details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals and similar items. May type vouchers, invoices, checks, account statements, reports and other records, using typewriter or computer.

Computer Operator (Not available within GSA/FSS/Central Office)

Operates computer and peripheral equipment to process business, scientific, engineering or other data, according to operating instructions. Enters commands, using keyboard of computer terminal, and presses buttons and flips switches on computer and peripheral equipment, such as tape drive, printer, data communications equipment, and plotter, to integrate and operate equipment, following operating instructions and schedule. Loads peripheral equipment with selected materials, such as tapes and printer paper for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators. Enters commands to clear computer system and start operation, using keyboard of computer terminal. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Enters commands to correct or stoppage and resume operations. Clears equipment at end of operating run and reviews schedule to determine next assignment. Records problems, which occurred, such as down time, and actions taken. May answer telephone calls to assist computer users encountering problems.

Court Reporter

Records examinations, testimonies, judicial opinions, judge's charge to jury, judgement or sentence of court or other proceedings in court of law by machine, takes shorthand notes or reports proceedings into steno-mask.

Stenotype Operator

Takes dictation of correspondence, reports, and other matter on machine that writes contractions or symbols for full words on paper roll. - Operates typewriter to transcribe notes. May dictate notes into recording machine for transcription.

Transcribing Machine Operator

Operates typewriter or word processor/computer to transcribe letters, report or other recorded data heard through earphones of transcribing machine: inserts cassette tape into cassette player or positions tape on machine spindle and threads tape through machine. Positions earphones on ears and presses buttons on transcribing machine to listen to recorded data. Turns a dial to control volume, tone, and speed of voice reproduction. Depresses pedal to pause tape. Types message heard through earphones. Reads chart prepared by dictator to determine length of message and corrections to be made. May type unrecorded information, such as name, address, and date. May keep file of records. May receive and route callers.

Accounting Support

Applies principles of accounting to analyze financial information and prepare financial reports: Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position, using calculator or computer. Helps audit contracts, orders and vouchers, and prepares reports to substantiate individual transactions prior to settlement. May help to establish, modify, document, and coordinate implementation of accounting and accounting control procedures. May help devise and implement manual or computer-based system for general accounting.

Auditor Support

Examines and analyzes accounting records to determine financial status of establishment and prepares financial reports concerning operating procedures. Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income and expenditures. Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items. Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. May make recommendations regarding improving operations and financial position.

Contract Support

Assists in the preparation of solicitations including formation of the statement of work. Assists in the evaluation of proposals. Helps to evaluate or monitor contract performances to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Analyzes requests for deviations from contract specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. May provide alternative methods of dispute resolution.

Desktop Publisher

Lays out pages, selects size and style of type, and enters text and graphics into computer to produce printed material, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting and using computer. Reviews layout and customer order. Enters text into computer, using input device, such as mouse, keyboard, scanner or modem. Scans artwork, using optical scanner, which changes image into computer-readable form. Enters commands to position text and illustrations on page grid of computer monitor. Creates spaces between letters, columns, and lines, applying knowledge of typesetting, and enters command, using input device. Arranges page according to aesthetic standards, layout specification of graphic designer and applying knowledge of layout (key lining) and computer software. Prints paper or film copies of completed material. May alter illustration to enlarge, reduce or clarify image. May operate stat camera to produce Photostat. May operate automatic film developer to process photographs. May assemble artwork into paste-up and perform key lining manually.

Environmental Analyst

Conducts research studies to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Determines data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution.

Environmental Technician

Conducts tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining sources and methods of controlling pollutants in air, water and soil utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge, spectrophotometer, microscope, analytical instrumentation and chemical laboratory equipment. Collects samples of gases from smokestacks and collects other air samples and/or meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes or raw semi-processed or processed water, industrial waste, water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Install, operates and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity.

Executive Secretary

Keeps official records and executes administrative policies determined by or in conjunction with other officials. Prepares memorandums outlining and explaining administrative procedures and policies

Graphic Designer

Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging. Studies illustrations and photographs to plan

presentation of material, product or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample to Art Director for approval. Prepares notes for workers who assemble and prepare final layouts for printing. Reviews final layout and suggests improvements as needed. May prepare illustrations or rough sketches of material according to instructions of client or supervisor. May prepare series of drawings to illustrate sequence and timing of story development for television production. May mark up, paste, and assemble final layouts to prepare layouts for printer. May produce still and animated formats for on-air and taped portions of television news broadcasts, using electronic video equipment. May photograph layouts, using camera, to make layout prints for supervisor or client. May develop negatives and prints, using negative and print developing equipment, tools, and work aids to produce layout photographs for client or supervisor. May key information into computer equipment to create layouts for client.

Legal support

Assist in the preparation of legal documents. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Assists in the preparation of legal briefs. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. may serve as arbitrators and provide alternative methods of dispute resolution.

Librarian

Maintains library collections of books, serial publications, documents, audio-visual, and other materials, and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Describes or demonstrates procedures for searching catalog files. Searches catalog files and shelves to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subject or interests, using computer. May select, order, catalog, and classify materials. May plan or carry out special projects involving library promotion and outreach.

Market-Research Analyst

Researches market conditions in local, regional, or national area to determine potential sales of product or service. Establishes research methodology and designs format for data gathering, such as surveys, opinion polls, or questionnaires. Examines and analyzes statistical data to forecast future marketing trends. Gathers data and analyzes prices, sales and methods of marketing and distribution. Collects data on customer preferences and buying habits. Prepares reports and graphic illustrations of findings.

Occupational Analyst

Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify and maintain occupational classification system, and provide government with technical occupational information necessary for utilization of work force. Confers with business, industry, government, and union officials to arrange for and develop plans for studies and surveys. Devises methods and establishes criteria for conducting studies and surveys. Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions, and content, worker traits, and occupational trends. Prepares results of research for publication in form of books, brochures, charts, film and manuals. Identifies need for and develops job analysis tools, such as manuals, reporting forms, training films and slides. Prepares management tools such as personnel distribution reports, organization and flow charts, job descriptions, tables of job relationships and worker trait analysis. Conducts training and provides technical assistance to promote use of job analysis materials, tools and concepts in areas of curriculum development, career planning, job restructuring and government, employment training programs.

Paralegal (Legal Assistant)

Researches law, investigates facts, and prepares documents to assist lawyers. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, initial and amended articles of incorporation, buy-sell agreements, closing papers and binders, deeds and trust instruments for review, approval and use by an attorney. Investigates facts and law of case to determine causes of action and to prepare case accordingly. Prepares affidavits of documents and maintains document files. May act as arbitrator and liaison between disputing parties, law librarian, keeping and monitoring and updating legal volumes. May search patent files to ascertain originality of patent application.

Personnel Analyst

Collects, analyzes, and prepares occupational information to facilitate personnel, administration, and management functions of organization. Consults with management to determine type, scope, and purpose of study. Studies current organizational occupational data and compiles distribution reports, organization and flow charts, and other background information required for study. Observes jobs and interviews workers and supervisory personnel to determine job and worker requirements. Analyzes occupational data, such as physical, mental, and training requirements of jobs and workers and develops written summaries, such as job descriptions, job specifications, and lines of career movement. Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs. May specialize in classifying positions according to regulated guidelines to meet job classification requirements of civil service system.

Procurement Clerk

Compiles information and records to prepare purchase orders for procurement of material for governmental agencies. Verifies nomenclature and specifications of purchase requests. Searches inventory records or warehouse to determine if material on hand is in sufficient quantity. Consults catalogs and interviews suppliers to obtain prices and specifications. Types or writes solicitation and/or invitation-of-bid forms and mails forms to supplier firms or for public posting. Writes or types purchase order and sends copy to supplier and department originating request. Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories. Computes total cost of items purchased, using calculator. Confers with suppliers concerning late deliveries. May compare prices, specifications, and delivery dates. May classify priority regulations.

Researcher

Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics. Searches sources, such as reference works, literature, documents, newspapers and statistical records to obtain data assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. Writes reports or presents data in formats such as abstracts, bibliographies, graphs, or maps. May interview individuals to obtain data or draft correspondence to answer inquiries.

Systems Analyst (Not available within GSA/FSS/Central Office)

Analyzes user requirements, procedures, and problems to automated processing or to improve existing computer system. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized and formats for reports. Writes detailed description of user needs program functions, and steps required in developing or modifying computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information-processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Prepares workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. May prepare time and cost estimates for completing projects.

Technical Writer

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures.